

PROGRAM MANUAL

Dean John A. Knauss Marine Policy Fellowship

National Sea Grant College Program

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1. Purpose of the Fellowship Program

The Dean John A. Knauss Marine Policy Fellowship provides a unique educational experience to students enrolled in graduate programs in fields related to ocean, coastal and Great Lakes resources and in the national policy decisions affecting those resources. The program matches outstanding graduate students with “Hosts” in legislative or executive branch offices located in the Washington, D.C. area, for a one-year paid fellowship.

2. History of the Fellowship Program

In 1979, the National Sea Grant Office (NSGO), in fulfilling its broad educational responsibilities, implemented the National Sea Grant Federal Fellows program to initially provide an educational experience in the policies and processes of the Legislative Branch of the Federal Government. Later, the program was expanded to provide opportunities within the Executive Branch of the Federal Government in the Washington, D.C. area. Recognizing the value of this program, in 1987 the U.S. Congress stipulated in P.L. 100-220 that the Sea Grant Federal Fellows Program become a formal part of the National Sea Grant College Program Act. The recipients are designated Dean John A. Knauss Marine Policy Fellows in honor of one of Sea Grant’s founders and former NOAA Administrator, John A. Knauss [33 U.S.C. 1127 (b)].

3. Calendar of Application Process

- ☐ **Early March**
Applications are submitted to the local Sea Grant Program Director by the deadline set in SG program’s announcement.
- ☐ **April**
Sponsoring Sea Grant Directors submit applications for up to five qualified students to the NSGO.
- ☐ **May**
All Sea Grant Directors will be notified of the Knauss competition results. Following notification, each Sea Grant Director will contact their applicants with the results.
- ☐ **November/December**
Placement Week. Finalists are required to attend interviews with Hosts in Washington, D.C. This week will vary in November depending on Thanksgiving.
- ☐ **February**
On February 1, the new class of Fellows begin their assignments.

4. Guidance for Hosts

The Dean John A. Knauss Marine Policy Fellowship program is open to the Legislative and Executive Branches of the Federal Government in the Washington, D.C. area. The Legislative branch Hosts will have their Fellows funded by NSGO at a level of \$45,000 (2006 cost) per year. The Executive branch offices will be financially assessed \$45,000 (2006 cost) for each fellow. Of this amount, \$41,500 will be awarded to the Fellows' nominating Sea Grant program for disbursements as described under University Award. The remaining \$3,500 will be divided: \$2,000 for program management and \$1,500 for a class educational activity(s).

As previously described, each Host is expected to submit a position description online for the Finalists, as well as provide point of contact (POC), location, and directions for Finalists to use during interview week.

Host offices should realize they are providing an **educational opportunity** to an individual who will provide a substantial, professional contribution to the office. At a minimum, Fellows should be provided with a desk, phone, computer, Internet access, and file storage space. Additionally, Fellows who are still involved in their graduate program may need time to complete their academic requirements. Thus, requirements of time in the Host office must be flexible.

The Host office should grant reasonable sick leave and vacation time in accordance with federal standards. Time spent outside of the office on academic requirements, conference attendance, and other Fellowship related travel is not to be considered vacation time or sick leave. Fellows may not be penalized for time spent outside of the office for any of the reasons noted above. Credit hours should be considered in circumstances where Fellows are required to work more than 40 hours in any given week.

Host-Fellow Relationship

The Dean John A. Knauss Marine Policy Fellowship Program is a learning experience and a unique educational opportunity. Through these fellowships Hosts provide Fellows with increased knowledge relative to the ocean, coastal, and Great Lakes resources and the marine policies affecting those resources. The Fellow and the Host must be sensitive to each other's mutual responsibilities in achieving a balance between office and educational demands. The Fellow should honor the working protocols of the Host office and contribute to useful and relevant products. At the same time, the Host is expected to provide opportunities for involvement in substantive issues that honor the Fellow's legitimate professional, educational, and developmental goals. This can include encouraging Fellows to attend Fellowship functions, hearings and lectures, and encouraging participation in field research that relates to office goals and the Fellow's personal interests. The Fellow should be treated in a professional manner by the Host, and considered an equal staff person in the Host office.

Specific Items Requested of the Host:

- Fellow should meet with the staff they will work with closely.
- If there are useful meetings or conferences prior the start of the fellowship, the fellow should be made aware of them (and possibly attend).
- Maintain contact with the fellow prior to their arrival. Arrange start date with the fellow.

- Prepare space and needed equipment (e.g., computer, phone) prior to the fellow's arrival. Provide general office information and paperwork prior to the fellow's arrival (e.g., forms for obtaining an ID, who to go to for general office support).
- Provide any needed reading material to the fellow prior to their arrival (optional).
- Allow the fellow broad exposure to the issues and projects of the division/office. This may include meeting with other office staff or participating in joint projects with other offices.
- At the start of the fellowship, review office policies including work hours; time for student to work on their school commitments (if any); vacation; sick leave; and attendance at Fellowship functions, conferences, hearings, and meetings.
- **Hosts are asked to provide clear expectations and guidance for the Fellows with respect to the items above.**

Specific Items Requested of the Fellow:

- Maintain contact with the Host office and supervisor prior to arrival. Arrange start date with the Host office.
- At the start of the fellowship, review office policies including work hours; time needed (if any) for work on school commitments; vacation; sick leave; and attendance at Fellowship functions, conferences, hearings, and meetings.
- Arrange and coordinate activities listed above (conference attendance, Fellowship activities, vacation, etc) with the Host office/supervisor in advance.
- **Fellows are asked to make their expectations clear with respect to the items above.**

5. Conflict Resolutions

Participation in the Fellowship program is a **privilege not a right for both Fellows and Host offices**. To earn this privilege, Fellows must continue to justify this benefit by demonstrating diligence and adaptability to the Host environment. Likewise, the Host office should be sensitive to the Fellow's educational needs. The Knauss Program Manager, after due consultation with and consideration of the mutual rights and interests of the Fellow, the Host, the sponsoring Sea Grant Director, and NSGO, will adjudicate problems that may arise.

Early withdrawal from the program. Situations may arise over the course of the fellowship year in which a Fellow decides to leave the program early. This may be due to personal reasons, conflicts with a host, or to move on to an employment opportunity. Each situation will be handled on a case by case basis. There will be an open discussion between the Host, Fellow, and the Knauss Program Manager to determine the Fellow's transition out of the program in a way that is acceptable to all parties.

6. How to Apply - Students

a. Announcements

The state's Sea Grant Director upon receipt of notice sends Fellows' program announcements annually to all participating Sea Grant institutions and campuses from the NSGO.

b. Who Can Apply, Eligibility

Any student who, by the application deadline of the year of application, is in a graduate or professional program in a marine or aquatic-related field may apply. To be eligible applicants must be a student at a U.S.- accredited institution of higher education in the United States, including U.S. territories. **U.S. citizenship is NOT a requirement.** Applicants should apply through their local Sea Grant program. Applicants from states not served by Sea Grant programs should apply through the nearest Sea Grant program or contact the National Sea Grant Office.

c. Length of Assignment

The length of the assignment is for one-year and is non-renewable. The inclusive dates of the official fellowship are February 1 through January 31; however, these dates can be slightly adjusted to accommodate academic semester needs.

d. University Award

See Full Funding Opportunity:

http://fedgrants.gov/Applicants/DOC/NOAA/GMC/OAR-SG-2007_2000354/listing.html

Note: The partitioning of funds between stipend and per diem, as well as the funds allotted to mandatory health insurance, moving expenses, and travel will vary among the members of each class. This is due to the unique fiscal policies of each institution receiving a Knauss Fellowship award. The Sea Grant Program Director is the responsible party for each grant.

e. Application Requirements, Evaluation Criteria, & Selection of Finalists

Please see the Federal Register Notice and the Full Funding Opportunity:

<http://www.seagrants.noaa.gov/knauss/knausshowtoapply.html>

7. How to Apply - Host Application Process

Host Offices registered in the Database can revise their information at:

<http://www.seagrant.noaa.gov/database/knauss/Login.aspx?ReturnUrl=host/Host.aspx>

1. Hosts will need to go to the website above and update their information. The site requires a User ID and password which one person from the Host Office specified in the previous year. That person from your office or fellow's supervisor will receive an email with a login and password. Your office will also have the ability to post more than one position in addition to the one that is currently in the database.

Hosts are asked to update the following information in their profile by Monday, Nov. 27:

Host Location and Contact Information (address, phone, fax)
Fellowship Supervisor(s)
Point of Contact During Placement Week
Time of Presentation and Name of Presenter During Placement Week
Directions to Host Office
Position Description

2. Hosts must also provide to the National Sea Grant Office a list of available interview dates and times. Interviews will take place during the following time frame:

Executive: Tuesday, Dec. 5, 1:00 PM through Thursday, Dec. 7, 5:00 PM
Legislative: Wednesday, Dec. 6, 9:00 AM through Friday, Dec. 8, 11:00 AM

The interview schedule form can be found at:

Executive: http://www.seagrant.noaa.gov/knauss/doc/exec_sched07.doc
Legislative: http://www.seagrant.noaa.gov/knauss/doc/leg_sched07.doc

These forms should be filled out and emailed to oar.sg.fellows@noaa.gov by Monday, November 27, 2006, close of business.

3. After you submit revised information to the database, you will receive an email confirming that a) your office has been approved by the Knauss Program Manager, and b) your position(s) has been posted for viewing by the Finalists.

4. FOR EXECUTIVE HOSTS ONLY. The host office must send the Knauss Program Manager an email committing funds (\$45,000) in principle to support a Knauss Fellow.

5. The fellowship supervisor identified in the database will be sent an email with information on how to access Legislative or Executive Finalist application material through the Knauss website. Included in this material will be the Finalist's:

Letters of Recommendation
Transcripts
Goal Statement
One-Page Resume

ACCESS TO KNAUSS FINALISTS APPLICATION PACKAGES

A Host Office, new or returning, will not be provided access to Finalists' application materials until after it has:

- 1) Submitted its new or revised information
- 2) Been approved by the Knauss Program Manager
- 3) Sent an email to the Knauss Program Manager confirming financial support

If you have any questions, please email oar.sg.fellows@noaa.gov.

New Host Offices should apply using the on-line database at:

<http://www.seagrant.noaa.gov/database/knauss/Login.aspx?ReturnUrl=host/Host.aspx>

1. Go to the link above and click on the button, "Register".
2. Fill out the fields and select your own User ID and password. Keep a record of the User ID and password for future access. Click the button, "Register". A reply email will be sent from the database manager providing a PIN for you to continue with the Host application process.
3. Go to the link provided in the reply email and enter your User ID, password, and PIN. Click the button, "Login".
4. HOST INFORMATION. Fill out the fields on this page and click the button, "Add Host". A message will appear verifying your submission. Click on the link provided to view your record.
5. LEGISLATIVE/EXECUTIVE HOST INFORMATION. Fill out the fields on this page by clicking on the following links (in order as you go down the page):
 - a. "Add POC": Point of contact during Placement Week
 - b. "Add presenter": Person giving Host presentation during Placement Week
 - c. "Interview location": For interviews during Placement Week
 - d. "Supervisor Contact during fellowship"
 - e. "Add position": Host office position description.Once you have completed step "e", a message will appear verifying your successful completion of the host application.
6. The database manager will approve the host submission soon thereafter and the submitted information will be posted for viewing by the Finalists.
7. You may update your records at any time. Simply go to the website at the top and enter your User ID and password to access your records.

8. Hosts must also provide to the National Sea Grant Office a list of available interview dates and times. Interviews will take place during the following time frame:

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Legislative: Wednesday, Dec. 6, 9:00 AM through Friday, Dec. 8, 11:00 AM

The interview schedule form can be found at:

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9.. After you submit revised information to the database, you will receive an email confirming that a) your office has been approved by the Knauss Program Manager, and b) your position(s) has been posted for viewing by the Finalists.

10. FOR EXECUTIVE HOSTS ONLY. The host office must send the Knauss Program Manager an email committing funds (\$45,000) in principle to support a Knauss Fellow.

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If you have any questions, please email oar.sg.fellows@noaa.gov.

8. Placement Process

Selected applicants are known as Finalists, and technically do not become Fellows until they have been interviewed by Host offices, been accepted by a Host office, had that acceptance ratified by the NSGO, and the grant awarded by the NOAA Grants office.

By the first week of November, the NSGO will make available via its website (<http://www.seagrant.noaa.gov/knauss/knauss.html>) information detailing the Placement Week process. Information will include current Fellows' assignments, information about Finalists' interviews with Hosts (placement week), and information from the present class about lessons learned, housing possibilities, personal experiences, and other pertinent information. Contact between Hosts and Finalists is forbidden before Placement Week. ABSOLUTELY no deals are to be made. Fellows and alumni are free to communicate regarding general questions.

By late November, Hosts will receive the appropriate Finalists' application packages (Legislative or Executive) for review. By the end of November Hosts must notify the NSGO of their decision whether or not to host a Fellow during the next year.

9. Placement Week

During a pre-selected week in November or December (December 3-8 for 2006), Finalists are required to travel to Washington, D.C. for interviews with Hosts. This trip is funded by the sponsoring Sea Grant program for up to \$1,500 from the Fellowship award.

At the start of Placement Week, Hosts who have completed their online application and been approved by NSGO will provide a 10 minute presentation to the Finalists outlining the principle duties of the office and the role the fellow would play in that office. Hosts will also include their availability during the week for interviews, the location of the interviews, and the person conducting the interviews. One half hour is allocated for each interview. At the end of the interview process, Finalists and Hosts are responsible for establishing mutually agreeable placements. Final placement must be ratified by the NSGO Director or his/her designee. A typical interview week agenda may look as follows ("All" refers to all Finalists):

Sunday

All Evening Meet for briefing and dinner

Monday

Executive Finalists

7:00 am	Breakfast at hotel (breakfast opens at 6:30 am)
7:30 am	Meet to travel to Silver Spring (\$5 will be collected Sunday night to cover snacks and refreshments)
8:30 am	Briefing by Hosts
5:00 pm	Final group discussion

Legislative Finalists

7:45 am	Meet for breakfast at hotel
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9:00 am Seminar on the legislative process

All

5:30 pm Dinner at hotel

6:30 pm Evening Activity

Tuesday

Executive Finalists

7:00 am Meet for breakfast at hotel

7:45 am Travel to Silver Spring

8:30 am Schedule interviews with Hosts*

1:30 pm Begin interviews with Hosts

Legislative Finalists

7:30 am Meet for breakfast at hotel

9:00 am Briefing/discussion with current class

noon Lunch

1:30 pm Briefing by Hosts and schedule interviews*

All

5:30 pm Dinner at hotel

6:30 pm Evening Activity

Wednesday

All

7-8:00 am Meet for breakfast at hotel

Executive Finalists

8:00 am Continue interviews with Hosts

Legislative Finalists

9:00 am Begin interviews with Hosts

All

6:00 pm Interviews end for the day

5-6:30 pm Dinner at hotel

6:30 pm Evening activity

Thursday

All

7-8:00 am Meet for breakfast at hotel

Executive Finalists

8:00 am Continue interviews with Hosts

4:30 pm Interviews end

Legislative Finalists

9:00 am Continue interviews with Hosts
6:00 pm Interviews end for the day

All

5-6:30 pm Dinner on your own
6:30 pm Evening activity

Friday

All

7:00 am Meet for breakfast at hotel

Executive Finalists

6:30 am Host Selection Lists due via email to oar.sg.fellows@noaa.gov
7:45 am Travel to Silver Spring on your own
8:30 am Arrange placements in Silver Spring
1:00 pm Obtain signatures on ratification document and discuss new assignments

Legislative Finalists

9:00 am Continue interviewing
11:30 am Complete interviews
12:30 pm Host Selection Lists due via email to oar.sg.fellows@noaa.gov
1:30 pm Arrange placements
3:30 pm Obtain signatures and discuss new assignments

All

6:00 pm ALL RATIFICATION documents returned to the National Sea Grant Office or designated location
6:00 pm Dinner and Evening Activity

*The Knauss Program Manager or designee will fax/email each Host office Tuesday with their schedule for Finalists' interviews (Executive before 1:30 pm and Legislative late afternoon). Additional interviews may be requested during the Tuesday through Thursday interview period. Refer to master schedule to determine Host availability. Finalists will be given an Interview Form for appointments.

Note to Finalists: Business dress through Friday.

Following your placement decision on Friday afternoon you will meet with your selected Host to obtain their ratification signature and to further discuss your assignment next year.

Finalists and Hosts must not make commitments and/or agreements concerning placement before group placement on Friday. This ensures an opportunity for the greatest possible interaction between Finalists and Hosts leading to optimal arrangements.

Once the Host office has completed its interviews, the Host representative should email their

selection list to oar.sg.fellows@noaa.gov no later than: 6:30 am Friday for Executive Hosts and 12:30 pm Friday for Legislative Hosts. All lists must be numerically ranked, with no more than one person listed per number. Ranking of the Fellows by the Hosts, albeit difficult, alleviates many difficulties during the Fellows' deliberations. Hosts and Finalists should reach their agreement on Friday, finalizing arrangements Friday afternoon. A contact number for each Host must be provided during placement week in case Finalists have further questions. Hosts should make every effort to be as available as possible during placement week in case Fellows have further questions.

After the placement meeting on Friday the remainder of the day should be spent making final arrangements and obtaining signatures on the ratification document. Finalists will meet with the Knauss Program Manager to resolve any discrepancies or problems.

The guidelines previously outlined have been designed to provide the greatest opportunities possible to Fellows AND Hosts. Departures from the above guidelines may be made at the discretion of the Fellows Program Manager only.

It is the principal responsibility of each Finalist to identify an appropriate Host who will accept the fellow for the following year. The NSGO will assist in this process by providing counsel, but cannot ensure placement in every case.

Immediately following ratification of all positions, the NSGO will send an email notification to Hosts, Fellows, and Sea Grant Directors as to the final placements.

Fellows will start their assignments February 1. Upon acceptance, Fellows have committed to the Fellowship program for a full year. Early withdrawal from the program (unless approved by the Knauss Program Manager) is deemed unacceptable and will forfeit the status and privileges of the Fellowship.

10. Reporting Requirements

Knauss Sea Grant Fellows will be administratively responsible to their sponsoring Sea Grant Directors during their terms in Washington, D.C., but must be responsive to the administrative and technical needs of the Host to whom they report. The role of the Knauss Program Manager in the NSGO is one of ombudsman between the Fellow, the Host, the Sea Grant Program, and the sponsoring institution.

The NSGO's Knauss Program Manager will conduct a personal mid-year review with all of the Hosts. Regular contact with Fellows will occur throughout the year. If a conflict arises, a meeting with the NSGO's Knauss Program Manager will be scheduled. The NSGO requires an Exit Evaluation Report from each fellow that discusses his/her experience, particularly as it relates to meeting his/her education objectives.

11. Health Insurance

Health Insurance coverage is mandatory. Check with the local Sea Grant program as to what possibilities are available, if any. Documentation of Health Care coverage needs to be on record

with the sponsoring Sea Grant program.

12. Travel Requests

The additional \$7,000 will be used to cover mandatory health insurance for the fellow and moving expenses. Any remaining funds shall be used during the fellowship year to satisfy academic degree-related activities, and for fellowship-related activities respectively. During the year, the Host may provide supplemental expenses for work-related travel by the Fellow, i.e., conferences, workshops, short courses, or similar opportunities.

The Host and the sponsoring Sea Grant Director must approve all travel in advance. A letter of request (paper or email) should be initiated by the Fellow and approved by the Host. This request will be sent to the Sea Grant Director, explaining the reason for the trip and approximate costs. This process must be completed well in advance to ensure adequate opportunity for the Host and Sea Grant Director's comment and approval. If the travel is in question, the Knauss Program Manager will mediate the situation as needed.